



SAN DIEGO UNIFIED PORT DISTRICT

Employment Opportunity

Harbor Police Officer (Lateral Entry)

Examination No. 05/07

Open Until Filled



The Port of San Diego provides a comprehensive benefit package including employer paid medical, dental and life insurance; thirteen (13) paid holidays a year, paid vacation, tuition reimbursement, a defined benefit retirement plan and more.

Harbor Police Officers perform a wide variety of professional law enforcement duties in the prevention of crime and the enforcement of federal, state and local laws, codes, ordinances and regulations within the District's jurisdiction, including the San Diego Harbor, San Diego Regional Airport Authority and the San Diego tidelands area; performs marine fire suppression duties aboard boats and land facilities within the San Diego Harbor, marinas and adjacent facilities; performs a variety of special duty assignments, as required; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is the full, journey-level class in the Harbor Police series. Based upon an individual's assignment, duties are carried out on foot, from vehicles or aboard Harbor Police boats. Incumbents of this class are peace officers as defined in California Penal Code Section 830.1.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Operates a marine craft to patrol San Diego Harbor, enforcing applicable federal, state and local waterway laws, regulations and rules; assists recreational boaters and makes rescues; patrols San Diego Harbor to provide security and prevent crime; assists Coast Guard and Navy vessels; escorts large vessels through harbor channels.
2. Performs journey-level fire suppression duties aboard boats and land facilities accessible by water; assists and works closely with other firefighting departments and personnel; operates fire-suppression equipment and apparatus.
3. When assigned, performs a variety of special duty assignments, including: dive team, performing underwater search, rescue and recovery; bicycle enforcement; K-9; plain clothes; may also serve as departmental representative for special assignments, public events and other special field assignments.
4. Tows boats and hazardous debris from San Diego Harbor.
5. Enforces regulatory licensing and fish and game regulations within San Diego Harbor.
6. Enforces applicable federal, state and local laws, codes and ordinances at the San Diego Regional Airport; patrols the airport by foot and vehicle; monitors alarm systems at airport security check stations; conducts security checks of airport facilities; responds to security alarms at the airport; secures unattended baggage; confiscate dangerous and prohibited items from individuals.
7. Enforces parking regulations and traffic laws at the airport, harbor facilities and all other tideland areas; issues traffic citations; investigates accidents; administers emergency first-aid; provides traffic control at accident sites or for special events at District facilities.
8. Makes arrests and testifies in court proceedings.
9. Provides information and assistance to the public.
10. Patrols assigned areas and buildings to detect fires, theft and vandalism.
11. Participates in a variety of community relations and public education and awareness activities.
12. Prepares a wide variety of reports, records and logs, including accident reports, arrest reports, incident reports and others.

MINIMUM REQUIREMENTS

Education, Training and Experience:

- Graduation from U.S. high school or a G.E.D. certificate that meets scores established by the California P.O.S.T. Commission or a two-year or four-year degree from an accredited college or university.
- Must be at least 20 ½ years of age on the day of written examination and 21 years of age at time of Police Academy graduation (No maximum age limit)
- Must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship.

LICENSES; CERTIFICATES; AND SPECIAL REQUIREMENTS:

- A current, valid California Class C driver license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

In addition, successful candidates MUST also meet one of the following requirements by attaching a copy of the following:

- Active Basic California P.O.S.T. certificate valid for 830.1 or 830.2 police agency
- Proof of current enrollment in a California P.O.S.T. certified Basic Law Enforcement Academy
- Proof of graduation from a California P.O.S.T. certified Basic Law Enforcement Academy within the last 3 years
- Basic California P.O.S.T. recertification certificate acquired through attendance of a certified California P.O.S.T. Recertification Course

EXAMINATION PROCESS: Applications may be picked up, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Port District Administration Building, 3165 Pacific Highway, San Diego, CA 92101; at the Harbor Police Department, 3380 N. Harbor Drive, San Diego, CA 92101; calling the job line (619) 686-6599 or toll free (800) 854-2757; or by visiting www.portofsandiego.org

Fax completed applications to (619) 686-6408 or drop off in person at the Port District Administration Building 3165 Pacific Highway, San Diego, CA 92101.

The sequential process includes:

► Physical Agility Test (PAT)

► Personal History Statement (PHS) Screening

► Panel Interview

► Background Investigation-

- Candidates qualifying for this phase of the process will be required to provide the following applicable documentation: High School and/or College Diploma and Transcripts, G.E.D. Certificate and G.E.D. Scores, Marriage Certificate(s), Evidence of Divorce(s), Selective Services Registration (born in 1963 or after), Military Services Discharge (DD-214), Social Security Card, Birth Certificate, California Driver's License, Proof of Auto Insurance Policy, current valid multi-media first aid and cardiopulmonary resuscitation certificate.
- Polygraph Examination
- Qualified applicants must have an honest and trustworthy reputation. Deliberate misstatements or omissions will result in the application being rejected, regardless of the nature or reason for the misstatements or omissions. The following are some of the areas that will be investigated: Relatives and References, Landlords, Employment, Education, Military Service, Vehicle Operations, Financial, Illegal Drugs, and Narcotics.
- Felony convictions are disqualifying; misdemeanor convictions, depending on the number, recency, and severity, may be disqualifying.

► Appointing Authority Interview

PRE-EMPLOYMENT REQUIREMENTS: Job offers are contingent on candidates successfully completing the following:

- Psychological Examination: Candidates must pass both a written and oral psychological examination prior to appointment.
- Medical Examination: Candidates must pass a comprehensive medical examination prior to appointment. Vision less than 20/20 in both eyes together must be corrected to 20/20 with acceptable color vision. Applicants wearing glasses or contacts will be reviewed on a case-by-case basis. Applicants who have undergone any type of eye surgery must have a minimum of twelve (12) months between the time of surgery and the time of appointment.
- Chemical Substance Testing: Candidate must test drug free during the pre-employment medical examination and sign the Drug-Free Pledge as required by the Drug-Free Workplace Act of 1988.
- State of California Driver's License: Candidate must possess a current, valid California Class C driver's license at time of appointment and must be maintained at all times thereafter in order to operate a vehicle on District business.

PROBATION PERIOD: Harbor Police Officer (Lateral Entry) are required to serve a probationary period of one (1) year in accordance with District Personnel Rules and Regulations. Additionally, probationary employees must successfully complete essential Harbor Police specific training and/or requirements.

REASONABLE ACCOMMODATION: The Port of San Diego will make reasonable efforts to provide accommodation in the examination/selection process. Candidates/applicants who require a reasonable accommodation in the examination/selection process should state their needs in writing when submitting an application.

SPECIAL NOTES: The education, training, and experience requirements stated on the announcement represent only the minimum requirements required to file an application. Meeting the minimum listed requirements does not guarantee an applicant will qualify to be a Harbor Police Officer. The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

Working conditions: This position does require rotation shift work, Saturday, Sundays, holidays, and overtime. This position requires working in all weather conditions.

Approximate Starting Salary* \$59,806.43

*Salary Based on 26 Pay Periods

An Equal Opportunity Employer

Job Line: (619) 686-6599

www.portofsandiego.org





SAN DIEGO UNIFIED PORT DISTRICT
AN EQUAL OPPORTUNITY EMPLOYER

3165 PACIFIC HIGHWAY, SAN DIEGO, CALIFORNIA 92101

MAILING ADDRESS: P.O. BOX 120488, SAN DIEGO, CA 92112-0488

PHONE: (619) 686-6200, FAX: (619) 686-6408, 24-HOUR JOB LINE: (619) 686-6599

www.portofsandiego.org

Name:

Address: _____

Street	City	State	Zip
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Home Phone: _____ Work Phone: _____ Cell Phone/Pager: _____

E-Mail address: _____

REFERRAL SOURCE: Please Check One.

Internet		Site Name:	Community Job Center		
Newspaper		Name:	Port District Employee		
Trade Publication		Name:	EDD		
Job Fair			Friend		
Walk-in			Other		Please List

PERSONAL INFORMATION

YES

NO

Are you over the age of 18?		
If you are under the age of 18, can you furnish a work permit?		
If hired, can you provide valid authorization of your U.S. citizenship or proof of your legal right to live and work in this country?		
Have you ever been convicted of a felony? (No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.) If "Yes" please explain:		
If hired, would you have reliable means of transportation to and from work?		
Some positions require work on nights and weekends. Are you available for work on nights and weekends?		
Would you be available to work overtime, if necessary?		
Salary Desired		\$

EDUCATION

School	Location	Units Completed	Major	Minor	Degree/Diploma

CERTIFICATIONS/LICENSES

Name of Certification/License	Issuing State	Certification/License Number

Applicant Name: _____

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WORK HISTORY: Starting with your present or most recent job, list all work experience and periods of unemployment. If additional space is needed, attach additional sheets. **APPLICANTS MUST FILL OUT THIS SECTION EVEN IF ATTACHING A RESUME.** (If discharged from the military, please only list if you were adjudicatively discharged under "reason for leaving.")

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Current Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Applicant Name: _____

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PROFESSIONAL REFERENCES: List below persons not related to you who have knowledge of your work performance and work history. (Preferably Supervisors)

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

(Initials)

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

(Initials)

I hereby authorize the San Diego Unified Port District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the San Diego Unified Port District any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the San Diego Unified Port District, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Signature _____ Date _____



SAN DIEGO UNIFIED PORT DISTRICT



SUPPLEMENTAL APPLICATION HARBOR POLICE OFFICER (LATERAL ENTRY) Examination No. 05/07

NAME: _____

This information will be used to determine your eligibility to compete for the position of Harbor Police Officer (Lateral Entry) and will be evaluated in the selection process. Please complete all requested information in the space provided, since references to resumes or other materials will not be acceptable.

SECTION I

1. Have you ever applied for the position of Harbor Police Officer Lateral Entry? Yes_____ No _____
If "yes", date of application _____

Results_____

Any applicant who has failed a background investigation with Harbor Police within the last 2 years is not eligible to apply for Harbor Police Officer Lateral Entry.

2. Are you currently enrolled in or have you graduated from a California P.O.S.T. certified law enforcement academy within the last three (3) years? Yes_____ No_____

If "yes", list the following information:

Name of police academy: _____

Dates attended/graduated: _____

Location of academy: _____

3. Do you possess a basic California P.O.S.T. certificate valid for an 830.1 or 830.2 police agency?

Yes_____ No_____ Date Awarded_____ Date Re-certified _____

4. Are you currently employed as an 830.1 or 830.2 peace officer in California?

Yes_____ No_____

If "yes", state employer's name, date of employment and the Penal Code Section under which you are employed:

Agency Name: _____

Penal Code Section: _____

Date of Hire: _____

Harbor Police Officer Name: _____
(Lateral Entry)
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SECTION II

- | | <u>Date Completed</u> | <u>Expires</u> |
|---|-----------------------|----------------|
| 1. Red Cross multi-media First Aid Certificate | _____ | _____ |
| 2. Cardio-Pulmonary Resuscitation Certificate | _____ | _____ |
| 3. Are you twenty-one (21) years of age or over? Yes____ No____ | | |
| 4. Do you have a U.S. high school diploma? Yes____ No____ | | |
| If "yes", name and location of school _____ | | |
| _____ | | |
| If "no", do you have a GED certificate? Yes____ No____ | | |
| If "yes", where obtained _____ | | |
| _____ | | |
| Do you have a two-year or four-year degree? Yes____ No____ | | |
| If "yes", name and location of school _____ | | |
| _____ | | |
| 5. One of the responsibilities of a Harbor Police Officer is operating a marine craft while patrolling San Diego Harbor and may include marine firefighting, assisting recreational boaters, and making rescues. Are you able to swim? Yes____ No____ | | |
| If no, are you willing and able to take the appropriate steps to learn how to swim? Yes____ No____. | | |
| 6. List any additional job-related information that is relevant to the position of Harbor Police Officer (Lateral Entry). | | |

CERTIFICATE OF APPLICANT: All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for rejection of my application, removal of my name from the Register of Eligibles, or dismissal from District employment.

Signature

Date

For more information about Harbor Police visit:
www.portofsandiego.org OR www.sdbp.com

PHYSICAL AGILITY TEST DESCRIPTION

EMERGENCY RESPONSE: The first event calls for you to run down and then up 68 steps (34 vertical feet). You must put a foot down on each step. If you skip a step, you will be disqualified. You may touch the handrails while going up or down the steps only to steady yourself.



SUSPECT CHASE: There are
3 obstacles in this event



- A. Run 10 yards and jump over a 3- foot high wall without stopping...



OR



You may use your hands if necessary...

- B. ...Continue running another 10 yards to the 4-foot high wall, place one or two hands on it and vault over without stopping...



C. ...Continue running the last 10 yards and scale the 6-foot, smooth wall.



Note: To climb this wall, use the momentum from your 30-yard run. Your speed will help you jump high enough to be able to get your elbows on top of the wall. This is important – it allows you to push up rather than pull over the wall.

Note: You may hook your leg over the top of the wall in order to pull yourself over.



SUSPECT PURSUIT: You will be required to run approximately 440 yards. You will be running on asphalt so be careful not to trip or stumble. If you fall you will be disqualified.



ADDITIONAL INFORMATION: You will have 2 minutes and 30 seconds to complete all three sections (i.e., emergency response, suspect chase and suspect pursuit) of the physical agility test. The test will be recorded on a pass/fail basis only.

Please Note: Determination of pass/fail is at the discretion of a Port of San Diego Representative.